

www.oshpd.state.ca.us/fdd
FAX (916) 654-2973
FAX (213) 897-0168 (LA/Orange Co's Only)



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT**FACILITIES DEVELOPMENT DIVISION**

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INSTRUCTIONS FOR VERIFIED REPORT FORM (OSH-FD-123)

Do not write in areas designated for "Office Use Only."

Who Must File : The Individual shown as having general responsible charge of observation of the work of construction on the application for approval of plans and specifications, Item "F" of Form OSH-FD-121, is responsible for the submission of this report to OSHPD. He/she is also responsible for providing the preprinted forms to delegated disciplines. If responsibility for observation of any portions of the work of construction was delegated (Form OSH-FD-121 / Item I) to others, this report must be signed by those so delegated that responsibility prior to submission to OSHPD.

NOTE: ONLY MANUAL SIGNATURES ARE ACCEPTABLE.

- A. Enter name as it appears on the facility license. Enter street address, city, county, state and zip code (five or nine digit zip code as applicable). Enter title of Project and Applicant Job #.
- B. Indicate the last day the project was observed.
- C. Enter a percent complete between 1 and 100 for each aspect of the work for which you are professionally responsible and enter an estimate of overall completeness of your specific area of project responsibility. The individual shown as having general responsible charge is required to provide an estimate of the completeness of the entire project.
- D. The compliance statement applies only to the work for which the individual signing the report is responsible.

The term "**personal knowledge**" as applied to the architect or registered engineer, or both, means personal knowledge which is the result of such general administration of construction as is required and accepted of, and for, such persons in the construction of buildings. Such persons shall, however, use reasonable diligence to obtain the information required.

The term "**personal knowledge**" as applied to the contractor, means the personal knowledge which is obtained from the construction of the building. The exercise of reasonable diligence to obtain the facts is required.

The term "**personal knowledge**" as applied to the inspector, means the actual personal knowledge of the inspector obtained by his personal observation of the work of construction at the construction site in all stages of progress.

Note any items that require corrective action in order for the project to be in compliance with the approved plans and specifications, or any condition which has or will materially alter the orderly completion of the project should be noted.